

UCAN Executive Committee Meeting

**January 12, 2010
5:30 PM to 7:00 PM
HealthInsight
348 E 4500 S Suite 300
Salt Lake City, UT 84107
Toll Free: 866-373-4096
Passcode 8812663501**

Attendees: Linda Johnson, Jodie Pond, Kathryn Rowley, Kristi Wilcoxson and Peter Fisher

Excused: Jessica Drury, Lynette Hansen, Courtney Scaife

Agenda

Welcome	Linda Johnson	5 min
Vice-chair elect	Linda Johnson	10 min
UCAN Mission (Purpose)	Linda Johnson	20 min
Utah Comprehensive Plan (Process)	Linda Johnson	15 min
UCAN Organization (Structure)	Joe Eyring & Peter Fisher	20 min
Work Group Reports	All	20 min
January 26, 2010 UCAN Agenda	All	10 min
Other Business	All	5 min
Adjourn	All	

Welcome			Linda Johnson	5 min
Discussion: Linda, Peter, Joe, and Jodie have been meeting every other week to discuss issues initially brought up at the meeting in Atlanta.				
Conclusions: The chairs will continue to meet.				
Action items: None			Person responsible:	Deadline:
Vice-chair elect			Linda Johnson	10 min
Discussion: We need to begin the process of electing a chair elect for FY 11				
Conclusions: If you are interested in running please contact Linda.				
Action items: Voting in April.			Person responsible: Linda	Deadline: April 1, 2010
UCAN Mission (Purpose)			Linda Johnson	20 min
Discussion: State Cancer Plan updated: The plan is being streamlined, work initially began in Atlanta.				
Current picture of UCAN:				
<ul style="list-style-type: none"> • Out of 116 members, less than 1/3 currently participate • Many key groups aren't represented (i.e. physicians, political leaders, American Indian population, Medicaid) • Few people know what the executive committee does. • Workgroups haven't been held accountable • Plan is due for revision 				
UCAN Mission Statement:				
<ul style="list-style-type: none"> • Do the members know what the mission of UCAN is? Do they know what it means? Is it still in line with our goals? • Aim to educate on the purpose of a mission statement • Mission statements need to be refreshed regularly. • It should inspire commitment, innovation, and courage in the organization and be clear to those outside the organization. • It should address what the need is, how we're going to address the need, and what our guiding principles are. • Someone should be able to recite the mission statement. This essentially becomes a goal. • It's what is it that UCAN wants to do. • What we really want people to really remember is that the whole reason we have this plan is so that we can reduce cancer incidence and mortality in Utah. 				
Two separate things: mission statement of UCAN and the cancer plan. UCAN's goal is also to work collectively and not to waste resources. The first sentence does that really nicely but gets lost in the rest of the current mission statement.				
Everybody is touched by cancer, and how we make that more personal and less bureaucratic. It's important that it motivate the members.				
Conclusions: The chairs will continue to work on developing a policy and procedure manual and member workbook.				

Action items: Linda - bylaws, mission statement, roles and responsibilities. Jodie – organizational chart.		Person responsible: Jodie, Chairs	Deadline: July 31, 2010
Utah Comprehensive Plan (Process)		Linda Johnson	15 min
Discussion: <ul style="list-style-type: none"> • The state cancer plan • Define current status – midpoint review • When we develop the new plan, we want to develop the evaluation plan so that it's a companion document and not an afterthought. 			
Conclusions: Chairs will continue to work on the planning for the update.			
Action items: Plan July meeting for Plan update. Date: July 31, 2010		Person responsible: Jodie, Chairs	Deadline: July 31, 2010
UCAN Organization (Structure)		Joe Eyring and Peter Fisher	20 min
Discussion: <ul style="list-style-type: none"> • Current organization. CDC should be added next to UDOH. • New organization. • Five interventions of how the new plan will be structured. These are key to each cancer type. Five major cancers that we work on. • There was some discussion on where “media” should be placed on the organization chart. • Roles and responsibilities need to be clarified. This needs to be discussed in future meetings. • The UDOH is here to help facilitate everything that is going on. • There are roles and responsibilities for UCAN in the bylaws. It needs to outline them a little bit differently. 			
Conclusions: None			
Action items: None		Person responsible:	Deadline:
Work Group Reports		All	20 min
Discussion:			
Conclusions:			
Action items:		Person responsible:	Deadline:
January 26, 2010 UCAN Agenda		All	10 min
Discussion: <ul style="list-style-type: none"> • Legislative updated (extra time for Michael) • Michael may also want to do training. • Introduction of Jodie to say who she is and how she works. • Introduction of Joe and Peter as new vice chairs • Midpoint Review 			

Conclusions:		
Action items: Develop UCAN agenda	Person responsible: Jodie and Linda	Deadline: January 19, 2010
Other Business <div> Discussion: <ul style="list-style-type: none"> Is 5:30 on Tuesday nights a bad time for the executive meetings? Would another night be better? </div>		
<div> Conclusions: </div>		
	Person responsible:	Deadline:
Adjourn <div> Discussion: </div>		
<div> Conclusions: </div>		
Next Meeting: April 13, 2010 5:30-7:30 p.m. HealthInsight	Person responsible: Linda and Jodie	Deadline: April 6, 2010